

Part 408 - Records

Subpart B – Files Maintenance

SUBPART D - EXHIBITS

CO408.67(e)

§CO408.67 External and Internal Labels.

(a) Colorado Electronic Filing Shared Records.

These instructions provide a ready reference for employees in the State who create, prepare, maintain, or dispose of official records electronically. More detailed information is contained in subpart B.

The need to share electronic documents between users should be obvious. All offices and Service Centers have available a server with a shared file system with standard subfolders. Departments and users have used shared folders to create their own folders and unique naming conventions to store records. However, this is not the policy for official records or communications. Records that are “official”, current and meant to be distributed or shared between users and offices need to be stored using the Natural Resources Conservation Service (NRCS) Records Guide, General Manual 120, part 408, subpart A - D The filing system must be consistent in all offices.

(b) Shared General files generally consist of records that are distributed to or from other offices in the administrative hierarchy (i.e. National, State and Area), and also records that are local to the office. An office needs, within their general filing system, all categories for their level and above.

(c) The network system and computers facilitates the ability to share documents between offices by automatically distributing copies onto servers and/or distributing links to documents stored in other locations.

(d) Some redundancy is good. Storing documents in only a single location and directing all users there can overtax network capability. It also ignores security by relying on only one server and time consuming backup and restore procedures if that server goes down or files are accidentally deleted.

(e) The standard shared General filing system is under S:\Service_Center\NRCS, on all servers using the NRCS electronic directives system structure.

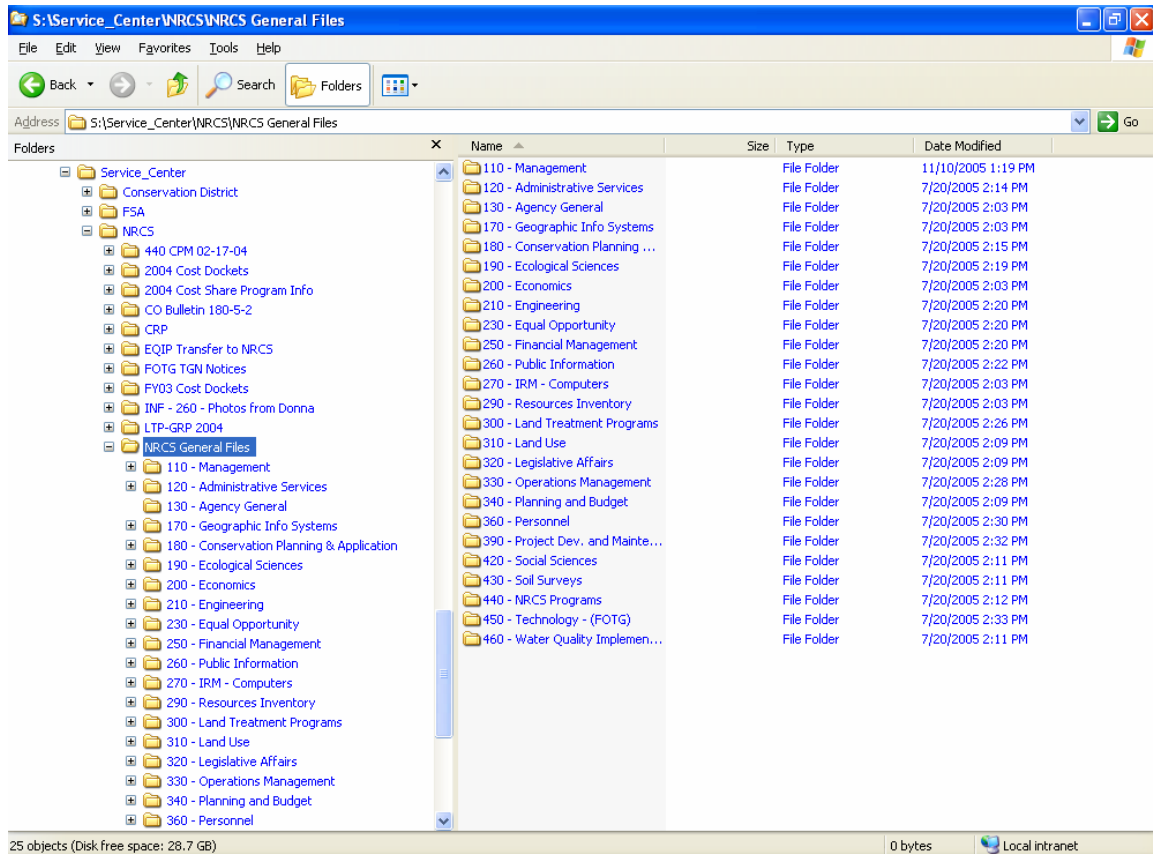
CO408-179(1)

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CO408.67(f)(2)



Office, departments or users can continue to maintain a separate shared departmental type folder structure for records outside of the General files, including files that may need to be restricted because of their sensitive nature.

(f) State and Area offices.

(1) National and State subfolders for each file category are on the State office system.

(2) National, State and Area subfolders for each file category are on the Area office systems. Stored copies of all National and State documents, are in the appropriate subfolder, at the State office and all Area office servers.

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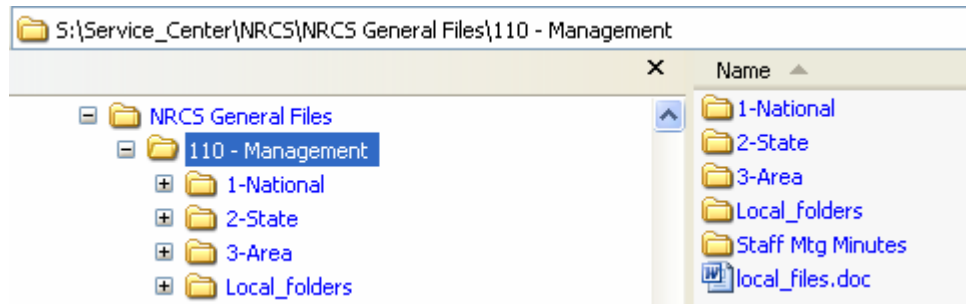
(120-GM, Amendment, CO-37, August 2006)

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CO408.67(g)(2)



(3) Appropriate permissions for all users may require restrictions for write and modify and/or read and execution.

(4) National and State records distributed from the State office to each Area office is copied on a regular basis, at least weekly.

(g) Field offices.

(1) Shortcuts have been developed to the appropriate Area office server for each National, State and Area subfolder category.



(2) Appropriate permissions for all users may require restrictions for write and modify and/or read and execution.

CO408-179(3)